

# Job Description

Te whakatakotoranga tūranga



## Emergency Management Specialist

### Pūtake Tūranga - Scope

Work collaboratively in the development and implementation of civil defence arrangements through engagement with communities and other agencies involved in civil defence preparedness, response and recovery. Policies and standard operating procedures related to CDEM responses, (regionally and nationally) are significantly influenced by the decisions and promotion work of the CDEM Advisor positions.

The role contributes to the council focus areas (community outcomes) of enhancement of indigenous biodiversity and biosecurity, enduring relationships with tangata whenua, and efficient and effective service delivery.

### Nga Whainga - Key responsibilities

#### Civil Defence Emergency Management Planning

Develop and update CDEM standard operating procedures, contingency plans and functional CDEM plans as required, including the preparation, maintenance, testing and contingency plans. Implement appropriate strategies, systems, procedures and tools to improve the delivery of emergency services in the Northland Region.

#### Community Involvement

Motivating and educating communities through appropriate networking and relationship building so that local communities achieve a reasonable level of emergency preparedness and capacity to respond to and minimize the impact of any natural disaster or other emergency event and attend meetings outside of normal office times if required.

#### Relationship Management

Consulting and working cooperatively with Northland Civil Defence Emergency Management Group stakeholders, emergency services, local and central government agencies and lifeline utilities operators. Contribute to the establishment of high level of trust in key stakeholders that will be involved before, during and after a civil defence event.

#### Emergency Management

Respond to emergency events including afterhours call-outs and to be available for on-call rosters.

#### Reporting

Prepare reports and advise on civil defence issues as and when required.

#### Research

Contribute to the development of policies by researching, reporting and advising on policy and developments which may affect natural hazard planning, emergency management and civil defence.

#### Training

If required, recruit and train sufficient volunteer personnel to be able to respond effectively and efficiently to an emergency. Empower and co-ordinate volunteers to take responsibility for community engagement and emergency procedures.



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## Health and Safety

Adhere to all safe working procedures in accordance with instructions, taking reasonable care of oneself and others who may be affected by ones' actions and having a commitment to Health and Safety as detailed in our policies and guidelines and as defined by the Health and Safety at Work Act 2015.

## Tō Pukenga - About you

### Qualification, skills and experience:

- Must have or be working towards obtaining a relevant tertiary qualification (Graduate Diploma in Emergency Management)
- Knowledge of Coordinated Incident Management Systems (CIMS4) and Civil Defence Emergency Management Act 2002
- A minimum of basic competency in Te Reo and Tikanga Māori
- High level MS Office proficiency (MS Word, Excel, Power Point)
- Ability to handle confidential or controversial information with discretion and professionalism.
- Leadership skills
- Strategic thinking and conceptual thinking ability
- Well-developed facilitation and effective negotiation ability
- Project management skills and the ability to manage complex issues.
- Excellent oral and written communication skills, including an ability to write reports and speak both formally and informally in public, and to facilitate community and other meetings.
- Knowledge and experience of various forms of communications systems.
- An ability to interpret plans and legislation.
- Ideally a good understanding of local government procedures and the maintenance of records, filing systems and information systems.
- The ability to prepare annual budgets and exercise financial control over activities.
- An ability to work effectively with elected representatives, Council staff, and other persons in similar roles, volunteer groups and members of the public.

### Personal attributes

- You exceed personal and team focused goals successfully.
- Ability to develop innovative solutions whilst maintaining continuity of service through setting of clear goals and targets.
- Demonstrates integrity in all relationships and inspires confidence amongst staff, is enthusiastic and committed.
- Ability to handle a fast-paced workload and works well under pressure/in critical situations.
- Ability to be self-motivated to achieve agreed objectives within given time constraints and without supervision.
- Ability to handle confidential or controversial information with discretion and professionalism.
- Continuous improvement mindset.
- Displays cultural empathy and awareness.
- Available to work outside normal working hours when required.

**Reports to:**

CDEM Manager

**Group and Department:**

Community Resilience - CDEM

**Location:**

Whangarei

**Date:**

September 2020



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**Declaration**

*I have read and understood the contents of this Job Description.*

**Name:**

*(Please print full name)*

**Signature:**

**Date:**



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